

Leadership Pittsburgh Inc.

The Organization: Leadership Pittsburgh Inc.

Leadership Pittsburgh Inc. (LPInc.) is the foremost multi-disciplinary leadership identification, enrichment and networking organization in Southwestern Pennsylvania dedicated to developing a robust pipeline of diverse civic leaders to serve the region. The impact of our programs is felt in all areas of the community and serve as a benchmark across the country. Our graduates and participants are not afraid to tackle difficult issues or take unpopular stands in order to act as catalysts for positive change in our region. As a 501(c)(3) nonprofit organization, we are committed to helping the broader Pittsburgh region embrace creativity in its thinking and build bridges of understanding across segments.

The organization is staffed by bright, organized, energetic, dependable and resilient individuals driven by our organization's goal to create a valuable pool of well-informed community leaders who are prepared to meet our region's challenges and shape our future. Often working behind the scenes, we make a significant impact on the people we support as well as the individuals and organizations we serve throughout the region. We're adept at managing a variety of simultaneous projects, which require the particular talent of being able to communicate effectively with people from all different walks of life.

The Role: Outreach & Alumni Affairs Manager
Reports To: President & CEO
FLSA Status: Exempt
Prepared Date: October 2022

Job Summary: Reporting to the President and CEO, this position is directly responsible for building, cultivating and managing LPInc.'s alumni, stakeholders and events portfolio, as well as managing the bulk of the organization's communications and outreach efforts. The Leadership Pittsburgh Inc. office is located in downtown Pittsburgh and will be the primary site for this position. LPInc. allows some flexibility in office hours, but some night and weekend programming support will be required in addition to some early mornings and off-site locations. The Outreach & Alumni Affairs Manager will have their own programs to manage but may also be asked to provide support to the entire team on a regular basis. This is an important role in a small, entrepreneurial team and is key to keeping activities organized and on track for successful programs implementation.

Responsibilities include but are not limited to:

- Leads and manages all alumni affairs and events, including but not limited to:
 - Overall management of the Annual Champagne Lunch
 - Assistance with the "Aradhna Award" presentation & logistics programming
 - Management of the "Executive Welcome" program
 - Assistance with Leadership OnBoard and the Young American Leaders Program
 - Additional alumni programs and events as developed
- Manages communications, marketing and social media activity including strategy, content creation, scheduling and execution of communications across multiple platforms
- Builds and cultivates relationships with LPInc. alumni from all program areas
- Develops and maintains a prospect portfolio to optimize fundraising goals and opportunities
- Maintains regular database of LPInc. alumni and prospects (Salesforce)
- Track individual gifts and generate monthly acknowledgement letters
- Attends (when requested) program sessions that are held in various locations in the region
- Budget management

- Communicates and interacts professionally by phone, email and in person to provide exceptional service to program participants, alumni, business and community leaders, among others

The ideal candidate will:

- Effectively communicate (written, verbal, listening, inquiring, etc.) internally with teammates and, when necessary, externally with LPInc. stakeholders
- Manage work load and work effectively on multiple programs, projects and other responsibilities as priorities evolve
- Work collaboratively with the LPInc. team, but also work independently as a self-starter
- Provide input and creative ideas for program implementation
- Be able to work at a fast pace
- Have an ability to deal with challenging customers with poise and grace
- Commit to organizational, professional and personal excellence and success; remain mission focused
- Uncover opportunities for professional growth by taking on additional projects beyond the scope of the job
- Openly discuss professional and personal goals with supervisor during one-on-one meetings
- Hold accountability for one's own work and for the success of the team
- Celebrate successes and build on those successes for greater achievement

The ideal candidate will possess:

- A passion for the Pittsburgh region and its continued collaborative growth
- Strong project & event management, logistical and organizational skills
- Three to five years successful experience managing projects and balancing both strategy and logistical/tactical implementation
- Planning and organizational skills with a strong ability to manage multiple tasks
- Superior attention to detail
- A professional and positive attitude with a strong work ethic and collaborative mindset
- A commitment to professionalism and integrity
- A desire for continual learning
- An unwavering commitment to providing high-quality customer service – internally and externally
- An ability to adeptly manage relationships and focus on continuous improvement
- Experience managing social media accounts in a professional capacity
- A proficiency in Microsoft Office (Word, Excel, Outlook, etc.) and Adobe applications
- A proficiency with content creation and e-marketing systems (i.e. Canva, Constant Contact, Mailchimp, social media platforms)

Compensation: This position has a competitive base salary for an entry level position, excellent benefits package including health, dental and vision insurance, a 401K plan and paid time off.

For more information and/or to apply for this job, please send a cover letter (INCLUDING SALARY REQUIREMENTS) and your resume to info@lpinc.org.